



United States Department of State

U.S. Embassy Pristina

April 21, 2022

To: Prospective Offerors

Subject: Request for Quotation for **Catering Services for U.S. Embassy Pristina's Independence Day Celebration:**

Enclosed is a Request for Quotations (RFQ) for purchase of **Catering Services for U.S. Embassy Pristina's Independence Day Celebration:** If you would like to submit a quotation, please provide a written price quote with details to the following email address: PristinaProcurement@state.gov

The U.S. Government intends to award a contract or purchase order to the responsible company submitting a technically acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

STATEMENT OF WORK FOR CATERING SERVICES FOR U.S. EMBASSY PRISTINA'S INDEPENDENCE DAY CELEBRATION

SUMMARY

U.S. Embassy Pristina is seeking an experienced and professional vendor to provide food, beverages, beverage glasses, staffing, rental equipment, and related services for the U.S. Independence Day celebration that will take place from 6:00-10:00 pm on Friday, July 1, 2022, at the U.S. Embassy located at #25 4 Korriku Street.

SPECIFICATIONS

The vendor should submit a proposal and cost estimate to meet the following requirements for food, beverages, staffing, rental equipment and related services and equipment for a cocktail reception with an estimated 1,000 guests. Proposals must specifically address the requirements outlined. In addition, the vendor will be responsible for clearing cups, skewers, paper waste and other stuff from tables generated from other vendor and donor food booths.

FOOD

The menu should feature locally grown, seasonal produce and should include a detailed description of the following items to be served:

1. Four cold canapés (including at least one vegetarian item), approximately 2,000 pieces.



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2. Four hot canapés (including at least one vegetarian item) approximately 2,000 pieces; and
3. Four dessert canapés approximately 2,000 pieces.

The vendor may offer a wider selection of items in each of these categories for consideration, but the minimum requirement is for the number of items as described above. The vendor's quote should include sufficient food for a total of at least 6,000 pieces.

Menu items should be free of the allergens tree nuts, ground nuts, and shellfish.

All food should be prepared in small, bite-sized portions. Food should require a toothpick, wooden skewer, or napkin to serve but not plates or utensils.

The vendor will arrange for all food to be served by waiters providing passed food throughout the event. Waiters should also clear glasses and trash from tables as they return to the food preparation area.

The majority of food items should be prepared off site and brought to the Embassy ready to serve. The vendor must provide a portable method, pre-approved by Embassy staff, to keep food at an appropriate temperature prior to serving, including when food is transferred to the Embassy. Electricity will be provided to the vendor for any equipment needed.

Four stationary bars shall be set up for walk up service for guests to order drinks.

Delivery, set up, and related preparations must be completed no later than 4:00 pm on the day of the event.

There will be a designated food preparation area set aside for the vendor, within 50 meters of the event site.

The vendor should specify what support they will need from the Embassy including access to electricity and water.

BEVERAGES

The vendor should provide one fresh iced non-alcoholic beverage such as raspberry lemonade or another fruit-based drink. This will require a minimum of 50 liters, served via large, clear glass/plastic dispensers.

The Embassy will purchase or receive donations of beer, wine, soda, and water under a separate order from a separate vendor. These drinks will be available at the Embassy campus on the day of the event.

The vendor should provide equipment for four stationary bars. Tables will be provided. These stationary bars should be set up and staffed for guests to obtain drinks directly from the bar. A minimum of four bartenders and two barbacks per bar shall be provided to serve drinks during the event. For a total of 16 bartenders and 8 barbacks.

The vendor should provide wine/beer/ soda glasses for the event as described below. The vendor should also provide ice. The vendor will be responsible for cooling drinks on the day of the event and should provide all necessary equipment for storing and serving cool drinks throughout the event.



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GLASSES

The vendor will provide the following glassware for beverage service:

2,000 wine glasses

2,500 water/soda “tumbler” style glasses

500 beer glasses

Glasses will be preapproved by the July 4th Coordinator and should be appropriate for the types of drinks being served.

STAFFING

EVENT COORDINATOR: The vendor will provide an English-speaking event coordinator who will act as a direct liaison with the Embassy July 4th Coordinators. The event coordinator will be responsible for supervising all aspects of the contract and should be available to consult with the Embassy Coordinator before, during, and after the event.

TEAM LEADERS: The vendor will provide three English speaking team leaders to report directly to the event coordinator to supervise the stationary bars, food service and clean up during the event.

WAITERS: The vendor will provide 50 English-speaking waiters to: a) serve food on trays throughout the event; and b) to assist with clean up during and after the event. Additionally, the vendor will provide 16 bartenders and 8 barbacks to set up and staff four stationary bars to serve beverages. All waiters must have a minimum of one year of previous experience in catering and/or food service. The uniform for all waiters will be long sleeve, button up white shirt, black trousers or skirt, and black shoes.

BACK OF HOUSE: The vendor shall provide sufficient back of house staffing to ensure that food is prepped and set out for wait staff to distribute in a timely fashion and areas are cleaned up on an ongoing basis.

The team leader and all waiters must be available during the week of June 13-17 for onsite consultations and orientation at the Embassy campus. The exact date will be arranged by the July 4th Coordinator.

RENTAL EQUIPMENT

The vendor will set up four stationary bars and will be responsible for serving all alcoholic and non-alcoholic beverages including those items that the Embassy will purchase separately.

In addition, the vendor will provide all serving trays, glasses, barware, coolers, ice, paper napkins and any related items needed to serve food and beverages.

The Embassy will provide tents, tables and cocktail tables for the event.



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CLEAN UP

The vendor will ensure all items are removed from the Embassy campus immediately following the event and will ensure the serving and preparation areas are returned to their original condition.

REFERENCES/PREVIOUS EVENTS

The vendor must provide evidence of a minimum of three events they catered where there were more than 500 attendees. This must include description of the event, name, phone number, and email address of the main event organizer. Proposals must also address how the vendor will be able to source employees and ingredients for a 1,000-person event.

SITE VISIT

Potential vendors must be available for a site visit on Wednesday April 28, at 10 o'clock to view the grounds for the event.

All interested parties should submit the names by e-mail to PristinaProcurement@state.gov along with the ID numbers, no later than, Monday COB.

PRICING

The vendor will provide a proposal and cost estimate with a per person price quote for 1,000 people. The Embassy will award a Purchase Order to the final vendor. Final payment will be made via EFT upon receipt of a final invoice within 30 days of receipt of the invoice. VAT must be excluded from the invoice. No advance payment is authorized.

VENDOR SELECTION

The vendor will provide a proposal and cost estimate in writing by April 29. The vendor should be prepared to offer samples of all proposed menu items and participate in a food tasting with Embassy representatives as a final step in the selection process. All items made available during the food tasting must be a possible selection for the actual event. The July 4th Coordinator will work with the vendor to schedule the food tasting.

CONDUCT

While on the Embassy campus, all staff contracted by the vendor must act professionally and must remain within a specified security zone at all times. Staff contracted by the vendor may not consume alcohol or use drugs while on the Embassy campus. Smoking is confined only to designated areas. All



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personnel coming on to the campus will be screened by security. No cell phones, cameras, or other electronics not directly associated with food preparation or delivery will be permitted on the campus.

BACKGROUND CHECKS

No later than May 21, the vendor must submit a list of names for all contracted staff who will work at the event, along with a copy of both sides of the National ID for each staff member. The Embassy reserves the right to refuse access to anyone for any reason.

VEHICLE ACCESS REQUESTS

No later than June 1, the vendor should provide a detailed list of all vehicles that will need access to the Embassy campus to deliver food, beverages, and equipment. The vendor will be allowed to bring items on to the Embassy campus after a thorough security screening and inspection.

Payment will be made by EFT net 30 days in accordance with the Prompt Payment Act and will be processed after receipt of invoice by Financial Management Office and upon receipt, inspection and acceptance of all items included in the purchase order by the US Embassy Pristina.

All vendors must be registered in the SAM (System for Award Management) <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore, prospective offerors are encouraged to register prior to the submittal of quotations/proposals. The guidelines for registration in SAM are also available at Embassy Web page:

<https://xk.usembassy.gov/embassy/pristina/contract-solicitations/>

Your submission must include following attached clauses: 52.204-24 and 25 and 26. By completing the following paragraph (d)1 and (d)2, and in 52.204-26, paragraph (c), you confirm that your company uses or does not use the following companies - citation below. Also, this document must be ticked in mentioned paragraphs, signed on each page, stamped, scanned, and returned to us.

52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications—Commercial Items.



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(a) *Definitions.* As used in this provision—

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(d) *Representation.* The Offeror represents that—

(1) It ☐ will, ☐ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and



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(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It ☐ does, ☐ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) Disclosures.

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);



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(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

As prescribed in [4.2105\(b\)](#), insert the following clause:

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

(a) *Definitions.* As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (*e.g.*, connecting cell phones/towers to the core telephone network). Backhaul can be wireless (*e.g.*, microwave) or wired (*e.g.*, fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.



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Critical technology means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations.

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening.

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited



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from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR [4.2104](#).

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) *Reporting requirement.*

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered



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telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

52.204-26 Covered Telecommunications Equipment or Services-Representation.

As prescribed in 4.2105(c), insert the following provision:

Covered Telecommunications Equipment or Services-Representation (Dec 2019)

(a) Definitions. As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

(c) Representation. The Offeror represents that it ☐ does, ☐ does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

Please be advised that U.S. Embassy Pristina is free of any duties (Customs & VAT).

Quotations are due by April 29, 2022 – COB, by e-mail.

Sincerely,

Kerrie Nanni

Contracting Officer